



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.3.2	Subject: EMPLOYEE PERFORMANCE AND CONDUCT GUIDELINES	
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 5 and Attachment	
Section 3: Human Resources Bureau	Effective Date: Jan. 26, 1996	
Signature: /s/ Mike Ferriter, Director	Revision Date: 7/26/06	

I. POLICY

The Department of Corrections protects the rights of employees, enforces high standards of professional conduct, and provides guidelines concerning ethics, gratuities, and conflicts of interest.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. 45-7-307; Title 2, Chapter 2, Part 1; Montana Code Annotated
- B. 3-0130; Montana Operations Manual
- C. Ethics - Standards of Conduct for State Employees; Department of Administration
- D. 4-4069; ACA Standards for Adult Correctional Institutions, 4th Edition; 3-JTS-1C-23, ACA Standards for Juvenile Correctional Facilities, 2003; 3-3068, ACA Standards for Adult Probation & Parole Field Services, 3rd Edition
- E. DOC Policies 1.3.12, Staff Conduct with Offenders; 1.3.13, Staff Sexual Conduct; 1.3.14, Misconduct Reporting Procedures; 3.1.17, Searches and Contraband Control

IV. DEFINITIONS

Contraband – Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or by those legally charged with the administration and operation of the facility.

Employee – Paid employees, contracted persons, volunteers, and interns working for the Department of Corrections.

V. DEPARTMENT DIRECTIVES

A. On-the-Job Performance

1. Employees are responsible for performing duties as specifically assigned either orally or in writing, and as guided by the Code of Ethics and Department policies.

B. Off-the-Job Conduct

1. Employees will maintain ethical standards that contribute to public safety and trust, and that do not reflect negatively on the reputation of corrections professionals. Employees who have been arrested for any criminal offense or are subject to a temporary restraining

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order (TRO) for “Lautenberg” purposes must notify their supervisor and continue to provide updated information on their status through final disposition.

C. Unacceptable Performance and Conduct

1. Performance and conduct behaviors that are unacceptable for Department employees include, but are not limited to, the following:
 - a. violation of law;
 - b. violation of policy, directives, or other employer regulations;
 - c. neglect or failure to carry out assigned duties and responsibilities;
 - d. assaulting, injuring, abusing, intimidating, threatening, endangering, or withholding reasonable necessities from an offender;
 - e. to commit theft, damage, or unauthorized use or possession of state property or the property of any offender;
 - f. assaulting, endangering, stalking, or maliciously intimidating or harassing another person;
 - g. falsifying any department record;
 - h. unauthorized dissemination of confidential information;
 - i. abuse of sick leave or excessive tardiness;
 - j. unauthorized use of state time, equipment, or facilities for private business or personal use;
 - k. failure to remain alert and vigilant while on the job;
 - l. failure to follow any applicable dress codes;
 - m. employee negligence that results in damage to or loss of state property;
 - n. using, possessing, controlling, or transferring tobacco in unauthorized areas;
 - o. loaning, duplicating, or other use of keys that breach the security of the workplace;
 - p. failure to maintain a courteous, productive and otherwise acceptable working relationship with fellow workers and with the general public;
 - q. use of any illegal drugs;
 - r. use of any prescription medications that are not prescribed by a medical professional;
 - s. use of any prescribed or over-the-counter substances that may impact the effective performance of duties and responsibilities that has not been reported in advance to the appropriate supervisor;
 - t. unauthorized use, possession, control, or transfer of contraband into a facility or program in violation of specific division or facility policy and procedures;
 - u. sabotaging, impeding, interfering, or failing to cooperate with any authorized Department or law enforcement investigation; and
 - v. failure to timely report job-related illegal or unethical behavior or policy violations to the appropriate authority; and
 - w. failure to timely self-report an arrest, conviction, or professional disciplinary action against a professional license required by the position.

D. Standards of Conduct Law

The Montana Constitution requires that all state employees abide by the Standards of Conduct Law. Standards of conduct for public employees may be grouped into four major categories. The law is summarized for each category.

1. Gifts

- a. As a state employee you may **not** accept a substantial gift or economic benefit, generally more than a value of \$50:
 - that would tend to influence you to depart from the faithful and impartial discharge of public duties, or
 - that a reasonable person would know is a reward for official action taken.
- b. Acceptance of a gift or economic benefit of any value which is intended to exert improper influence on you or which you believe is a reward for action taken will be closely scrutinized. A gift or economic benefit which is intended as a bribe, regardless of value, could result in criminal penalties.
- c. The following are excluded from the definition of a gift:
 - any gift that is not used and is either returned to the donor within 30 days or donated to a charitable organization;
 - food and beverage that you consume while participating in a charitable, civic, or community event which is related to your employment or that you are attending in an official capacity;
 - educational materials directly related to your duties;
 - an award presented publicly in recognition of public service; and
 - educational activity that does not place or appear to place you under any obligation and is not lavish or extravagant.

2. Self-Dealing

- a. As a state employee you may not:
 - disclose or use confidential information acquired in the course of your job for personal financial gain;
 - acquire an interest in any business or undertaking you have reason to believe may be directly and substantially affected to its economic benefit by actions taken by your employing agency;
 - perform an official act which directly and substantially harms a business when you have a substantial personal interest in a competing business;
 - engage in a substantial financial transaction for your private business purposes with a person whom you inspect or supervise in the course of your official duties;
 - assist a person for a fee or other compensation in obtaining a contract, claim, license, or other economic benefit from your agency; or
 - perform an official act which directly and substantially provides an economic benefit to a business in which you have a substantial financial interest or for which you are engaged as a counsel, consultant, representative, or agent.

3. Unwarranted Privileges

- a. As a state employee you may not:
 - engage in any activity, including lobbying, on behalf of an organization of which you are a member while performing your job duties;
 - participate in a proceeding before your agency that is within the scope of your job duties, when an organization of which you are an officer or director is involved,

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or attempt to influence a local, state or federal proceeding in which you represent the state;

- within 12 months following voluntary termination, obtain employment taking advantage unavailable to others of matters with which you were directly involved. Such matters include rules with which you helped formulate and applications, claims or contested cases with which you were actively involved; or
- within six months of termination, contract or be employed by someone who contracts with the state involving matters with which you were directly involved during your employment with the state. This does not apply to contracts awarded to the low bidder based on a competitive process or to merchandise sold to the highest bidder at public auction. This does not apply to you if you were terminated due to a reduction in force.

4. Public Property for Private Business Purposes

- a. As a state employee you may not:
 - receive two salaries as a public employee for work during overlapping hours, except if the duplicate pay for one job consists totally of accrued leave and/or compensatory time during the overlapping period; or
 - use public time, facilities, equipment, supplies, personnel, or funds for private business purposes. This includes soliciting support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue unless authorized by law or properly incidental to another activity required or authorized by law.

E. Disclosure requirements

1. You may not solicit or accept employment or engage in negotiations or meetings to consider employment with a person whom you regulate in your official duties, without first giving written notice to your supervisor or department director.
2. If you are a member of a quasi-judicial board or commission or a board, commission or committee with rulemaking authority, and have a conflict created by a personal or private interest that gives rise to the appearance of impropriety, you must disclose the interest creating the conflict prior to participating in official actions.
3. Prior to acting in a manner that may affect your public duty, including the award of a permit, contract, or license, you must disclose the nature of the private interest that creates the conflict. This disclosure must be in writing to the Secretary of State and must list the amount of private interest, the purpose and duration of your services, any compensation you have received, and other relevant information. If you perform the act involved, you must include in the record the nature of the interest you disclosed.
4. Prior to December 15 of even-numbered years, department directors and individuals appointed to office must file a business disclosure statement with the Commissioner of Political Practices.

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F. Discipline

1. Any employee who fails to maintain the standards set forth in this policy and Code of Ethics, or who engages in unacceptable performance or conduct, will be subject to discipline up to and including termination.

G. Code of Ethics

1. Supervisors will ensure that all employees read and sign the attached Department Code of Ethics, incorporated fully herein, and return the form to the Human Resources Bureau.

VI. CLOSING

Two main principles apply to your conduct in your job: public trust and public duty. By keeping these in mind as you do your job on a day-to-day basis, you will be able to carry out your duties for the benefit of the people of the state and avoid taking actions that would cause you to depart from your public duty and violate the public's trust.

Provisions of this policy not required by statute will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

For additional information, contact the Human Resources Bureau.

VII. ATTACHMENT

Code of Ethics

Montana Department of Corrections Code of Ethics

In compliance with Montana Department of Corrections policy directives:

1. I shall perform my duties with high standards of honesty, integrity, and impartiality, free from personal considerations, favoritism, and partisan demands. I shall be courteous, considerate, and prompt when serving the public.
2. I shall maintain respect and professional cooperation in my relationships with other Department staff members. I will not sexually harass or condone sexual harassment of any person. I shall treat others with dignity, respect, and compassion.
3. I shall report job-related illegal or unethical behavior to the appropriate authority.
4. I shall provide offenders with humane custody and care, void of retribution, harassment, abuse or mistreatment. I shall maintain confidentiality of information that has been entrusted to me and designated as such. I will not incur any personal obligation that could lead any person to expect official favors.
5. I will not discriminate against any offender, employee, or member of the public on the basis of age, race, gender, religion, creed, political belief, or national origin.
6. I shall conduct myself in a manner that will not demean offenders, fellow employees, or others.
7. I shall uphold the tenets of the United States Constitution, its amendments, the Montana Constitution, federal and state laws, rules and regulations, and policies of the Department.
8. Whether on or off duty, in uniform or not, I shall conduct myself in a manner that will not bring discredit or embarrassment to the Department of Corrections and the State of Montana.
9. I will not use my official position for personal gain.
10. I shall maintain acceptable standards of personal hygiene, grooming, and neatness while on duty or otherwise representing the Department.

Signature_____ **Date**_____

Return signed form to the Department of Corrections Human Resources Bureau, 1539 11th Avenue, P.O. Box 201301, Helena, Montana 59620-1301, for placement in your permanent personnel record.